

Report for Week Ending 26 Nov 58
from [REDACTED]

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Assignments - Active

1. File Cleanup Campaign - Reviewed plans with [REDACTED], and together we discussed them with [REDACTED] and [REDACTED]. We hope to have a meeting with ARO's before 12 Dec.

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(Form 240)
2. Courier Receipt and Log Record, and the New Agency Chain Envelope - [REDACTED]

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[REDACTED] reported several types of misuses of these items. I am preparing a memorandum on these for distribution to registries

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[REDACTED] and I met with ONE Registry personnel and offered solutions to their objections that: (1) The two additional copies of the receipt

are superfluous and an impediment;
(2) Form 240's are no longer bound in
books; and (3) the prenumbering of
Form 240's conflicts with their number-
ing system on courier and document
receipts and in log books.

3. Unused and Seldom Used Safes
Collaborated with [REDACTED] on
a memo to ARO's following up on
results and opinions on the survey.
[REDACTED] reported the release
of two safes (one had been
empty for some time) which were
transferred to divisions where
records volumes had increased.

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